

SECRET**Office Memorandum • UNITED STATES GOVERNMENT****TO :** Chief, Intelligence School**DATE:** 1 October 1957**FROM :** Chief, Operations Support Faculty

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SUBJECT: Weekly Report No. 40, 24 September - 1 October 1957

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1. Operations Support #28 began on 30 September with a first week's enrollment of [] students.

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2. Administrative Procedures #74 was completed on 27 September.

3. The second draft of the proposed Logistics film has been completed and is presently being reviewed by [] and the Administrative Staff, Office of Logistics, for any comments. It is anticipated that this script will be turned over to production on 7 October.

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4. [] and other members of the Operations Support Faculty are working on plans for a new combination blackboard, magnet board, blanket board and display panel board. It is hoped that this will replace the present display board in Room 136 (classroom) and will meet the training aid needs of all the instructors so that all other blackboards, A-frames, etc. may be disposed of.

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5. [] conferred with [] Graphic Arts, and sketched a new set of visual aids for use in the Pay and Allowances presentation. The new aids will combine symbols and titles for use on the blanket board. Also, some throw charts now being developed will be utilized.

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6. After consulting with [] in Finance, [] completed the series of forms required in requesting and claiming special remuneration for overseas service. These forms will be reproduced and incorporated in the student kits for Operations Support, Administrative Procedures and Budget & Finance Procedures.

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7. [] has conferred with [] Executive Officer, Office of Personnel and [] Special Assistant to the SSA/DD/S relative to the Personnel Handbook for field Case Officers. Appointments with DDP personnel are being set up for [] to discuss this handbook. Much of the preliminary work has been completed and first hand knowledge of the field problems should be helpful in setting out the most meaningful approach.

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8. [] visited RI and discussed with [] and [] on-the-job training that the RI training office gives to their people going overseas in order to coordinate it with the training given by the Operations Support Faculty. 25X1

9. [] visited the Cable Secretariat to be brought up-to-date on any recent changes in cable writing. 25X1

10. [] met with [] of RI and they reviewed the dispatch sample problems for the Operations Support student kit. 25X1

11. [] discussed with [] of the Finance Division the value of the Budget & Finance Procedures instruction for the use of Finance personnel receiving this instruction to assist them in interpreting the Field accounts as they come to Headquarters. The auditorium will be available for the running of the next Budget & Finance Procedures. The next Budget & Finance Procedures is scheduled 7 - 18 October and will be conducted in the auditorium and Room 136 provided sufficient students are enrolled. 25X1

12. The change in the Clandestine Services Review to two weeks will be extremely helpful in the second week of Operations Support as there are several film showings. 25X1

13. [] of EE Division as of this time has not located a case to release to us; however, he referred [] to [] of EE to locate a general operations case as well as one case employing the use of [] 25X1

14. [] has completed Administrative Procedures and has reported back to her duties in this office.

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